

**IDAHO BOARD OF EXAMINERS OF RESIDENTIAL CARE FACILITY**  
**ADMINISTRATORS**  
**Bureau of Occupational Licenses**  
700 West State Street, P.O. Box 83720  
Boise, ID 83720-0063

**Board Meeting Minutes of 10/3/2019**

**BOARD MEMBERS PRESENT:** Kristen E Hyde  
Natalie M Nathan  
Ann F Wheeler  
Linda L Simon - Acting Chair

**BOARD MEMBERS ABSENT:** Heidi Brough Nye – Chair

**BUREAU STAFF:** Julie Eavenson, Administrative Support Manager  
Lori Peel, Investigative Unit Manager  
Rob McQuade, Legal Counsel  
Eric Nelson, Board Prosecutor  
Betsy Duncan, Board Specialist

The meeting was called to order at 10:00 AM MDT by Ms. Simon. She stated the purpose of the meeting is to protect the Idaho public by licensing qualified residential care administrators.

**APPROVAL OF MINUTES**

Ms. Nathan made a motion to approve the minutes of 07/18/2019 and 08/21/2019. It was seconded by Ms. Hyde. Motion carried.

**INVESTIGATIVE REPORT**

Ms. Peel gave the investigative report, which is linked above.

**DISCIPLINE**

Mr. Nelson presented a Stipulation and Consent Order in case number RCA-2019-4. Ms. Hyde made a motion to approve the Consent Order and allow the Board chair to sign on behalf of the Board. It was seconded by Ms. Nathan. Motion carried.

Mr. Nelson presented a Default Order and Findings of Fact in case number RCA-2019-3. Ms. Hyde made a motion to approve the Default Order and Findings of Fact

and allow the Board chair to sign on behalf of the Board. It was seconded by Ms. Nathan. Motion carried.

### **FOR BOARD DETERMINATION**

Ms. Hyde made a motion to authorize termination of probation in case number RCA-2015-3. It was seconded by Ms. Nathan. Motion carried.

Ms. Hyde made a motion to authorize termination of probation in case number RCA-2017-1. It was seconded by Ms. Nathan. Motion carried.

### **FINANCIAL REPORT**

Ms. Eavenson gave the financial report, which indicated that the Board had a cash balance of \$ (75,036.60) as of 08/31/2019.

Ms. Eavenson discussed Bureau requirements of complete applications with the Board. She said that within the next couple of months, procedures will be implemented to return applications and fees to applicants who fail to complete questions or provide supporting documents. This will provide cost savings to the Board in minimizing staff time for follow-up efforts in obtaining the required documents to complete applications.

### **OLD BUSINESS**

The Board reviewed the To Do List and no action was taken.

### **NEW BUSINESS**

**NEXT MEETING** was scheduled for January 9, 2020 at 10:00 AM MST.

### **CORRESPONDENCE**

The Board reviewed correspondence from the National Association of Long-Term Care Administrator Boards (NAB) regarding the Board response to a survey on license requirements. Ms. Simon said she will discuss it with Ms. Brough-Nye and one of them would respond to the survey request.

The Board reviewed a notice from NAB regarding its upcoming national conference. Ms. Wheeler made a motion that Ms. Brough-Nye represent the Board at the conference. It was seconded by Ms. Hyde. Motion carried.

The Board reviewed an inquiry regarding high school or the equivalent being the minimum educational requirement for licensure. Ms. Hyde made a motion directing Bureau staff to reply referencing the requirements stated in Idaho Code 54-4206.

## **EXECUTIVE SESSION**

Ms. Nathan made a motion that the Board go into executive session under Idaho Code § 74-206(1)(d) to consider records that are exempt from disclosure under the Idaho Public Records Law, Idaho Code 74-106(9). The purpose of the executive session was to consider documents relating to the fitness of an applicant to be granted a license or registration. It was seconded by Ms. Hyde. The vote was: Ms. Hyde, aye; Ms. Nathan, aye; Ms. Simon, aye; and Ms. Wheeler, aye. Motion carried.

Ms. Nathan made a motion to come out of executive session. It was seconded by Ms. Hyde. Motion carried.

## **APPLICATIONS**

Ms. Nathan made a motion to approve the following for a provisional permit:

OLSEN HEIDI                      TRCA 2377

It was seconded by Ms. Hyde. Motion carried.

Ms. Nathan made a motion to approve the following for examination pending receipt of additional information and review by a Board member:

901170243

It was seconded by Ms. Hyde. Motion carried.

## **CONTINUING EDUCATION FOR AUDIT AND REINSTATEMENT**

The Board reviewed licensee audit responses and the CE submitted for license reinstatement.

## **ADJOURNMENT**

Ms. Hyde made a motion to adjourn the meeting at 12:21 PM MDT. It was seconded by Ms. Hyde. Motion carried.

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Heidi Brough Nye, Chair

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Kristen E Hyde

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Natalie M Nathan

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Ann F Wheeler

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Linda L Simon

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Kelley Packer, Bureau Chief